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The attached minutes of the Mason Transit Authority regular meeting held on the 21st day of November, 2023 were approved by the Mason Transit Authority Board, by motion, on this 19th day of December, 2023.

DocuSigned by:
John Campbell
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John Campbell, Chair

DocuSigned by:
Eric Onisko
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Eric Onisko, Vice Chair

DocuSigned by:
Cyndy Brehmeyer
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Cyndy Brehmeyer, Authority Member

DocuSigned by:
Wes Martin
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Wes Martin, Authority Member

DocuSigned by:
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Randy Neatherlin, Authority Member

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John Sheridan
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John Sheridan, Authority Member

DocuSigned by:
Kevin Shutty
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Kevin Shutty, Authority Member

[Vacant], Authority Member

Sharon Trask, Authority Member

ATTEST: DocuSigned by: Tracy Becht F21D7A4E8D0C4A1... DATE: 1/3/2024

Tracy Becht, Clerk of the Board

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Mason Transit Authority
Minutes of the Regular Board Meeting
November 21, 2023
Virtually and at
Mason Transit Authority's
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

OPENING PROTOCOL

1. **CALL TO ORDER:** 4:00 p.m.

2. **ROLL CALL AND DETERMINATION OF QUORUM**
   Authority Voting Board Members Present at T-CC: Eric Onisko, Vice Chair, Cyndy Brehmeyer, Wes Martin, Randy Neatherlin and Sharon Trask. **Quorum met**.

   Authority Voting Board Members Present via WebEx: John Campbell, Chair *(arrived at 4:21 pm)*.

   Authority Voting Board Members Not Present: John Sheridan, Kevin Shutty and Sandy Tarzwell.

   Authority Non-voting Board Member Not Present via WebEx: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

   Citizen Advisor to the Board Present at T-CC: John Piety *(arrived at 4:05 pm)*

   MTA Staff present at T-CC: Amy Asher, General Manager; Paul Bolte, Facilities and Fleet Maintenance Manager; Jason Rowe, Operations Manager; Tyler Hildebrandt, Technical Support Analyst; and Tracy Becht, Clerk of the Authority Board.

   Others Present at T-CC: Rob Johnson, Legal Counsel.

3. **PUBLIC COMMENT – [None]**

4. **APPROVAL OF AGENDA**

   Moved that the agenda for the November 21, 2023 Mason Transit Authority (MTA) regular board meeting be approved. **Trask/Brehmeyer. Motion carried.**

5. **CONSENT AGENDA**

   Moved to approve Consent Agenda items A through B as follows:

   A. October 17, 2023 MTA regular Board meeting minutes.
   B. Payments of October 1 through October 31, 2023 financial obligations on checks#37958 through #38506, as presented for a total of $695,136.91.

   Trask/Brehmeyer. Motion carried.

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6. RECOGNITION OF BOARD MEMBER SANDY TARZWELL

Ms. Asher shared her experiences of working with Board member Tarzwell as well as some history, statistics and her attention to details with regard to Ms. Tarzwell's valued presence as an MTA Board member.

7. ACTION ITEMS –NEW BUSINESS

A. Approval of Capital Grant Agreement PTD0594. Amy Asher, General Manager, shared with the Board that this contract is being brought to the Board for approval. Ms. Asher also described that grant funds were applied for in spring, 2022 and awarded in August 2022 for the replacement of 5 Gillig buses. She also indicated that State Rural Mobility Transit Formula Funds will cover the required match contract and resulting cost increases of $395,608 for a total project cost of $2,968,727. It is anticipated the vehicles will be delivered in early 2024. **Moved** that the Mason Transit Authority Board approve Resolution No. 2023-13 and the Capital Grant Agreement Number PTD0594 between WSDOT and MTA. **Trask/Brehmeyer. Motion carried.**

B. Approval of Consolidated Operating Grant Agreement PTD0691. Ms. Asher indicated that this funding award is for the purpose of sustaining MTA's Dial-A-Ride service in Mason County. The funding is the result of the State Special Needs Transportation – Transit Formula Funds and is allocated for the purpose of sustaining and expanding services to people with disabilities, including seniors and children living in rural areas. **Moved** that the Mason Transit Authority Board approve Resolution No. 2023-14 and the Consolidated Operating Grant Agreement Number PTD0691 between WSDOT and MTA. **Neatherlin/Trask. Motion carried.**

8. DISCUSSION ITEMS –NEW BUSINESS

A. Budget; Second View of 2024 Budget. Ms. Asher stated that she is still working on the budget spreadsheets and getting it up-to-date and that the managers are still compiling the information needed. Cabot Dow has also been hired to look at the wage scale. She hopes to receive that information by the end of this month. Ms. Asher described the many potential changes, programs, increased costs of items, work and replacement items, capital projects and the ten new cutaways from two different orders that are expected.

B. First View of 2024 Regular Board Meeting Dates. Ms. Asher presented the 2024 proposed meeting calendar in draft form, recommending that the Board continue to have the April and October Board meetings in Belfair as was done in 2023, since it has been the past practice of having those meetings held at the Port of Allyn prior to the construction of the Belfair Park & Ride Building. Board member Neatherlin requested that staff explore whether or not the April meeting could be held in Hoodsport, such as the fire hall or Hoodsport Library. Staff will report back at the December meeting.

C. Citizen Advisor for 2024. Ms. Asher described to the Board that Mr. Piety continues to be an active Citizen Advisor by attending every Board meeting, the Finance Committee meeting, and the Public Transportation Conference. He also submitted a report to the Board relating to attending that conference. She indicated that she is

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seeking direction from the Board as to whether they wanted submittal of applications from the public for the position of Citizen Advisor to the Board, which would require MTA to advertise in the Journal and other locations in early December. It was decided that staff should bring a formal motion regarding extending the term of Mr. Piety for another year.

D. Officers for 2024. Ms. Asher suggested that the Board members consider who they would like to nominate for the positions of Board Chair and Vice-Chair for 2024.

(Mr. Campbell arrived virtually/4:21pm)

9. STAFF AND INFORMATION REPORTS:

A. Financial Reports. Ms. Asher shared that there has been a slight dip in sales tax recently. She is keeping an eye on it to be sure it isn't becoming a trend**.**

B. Management Reports. Ms. Asher indicated that MTA has engaged Prothman relating to hiring a Finance Manager. The salary range will be $90,000 - $118,000**.**

C. Operational Statistics. Jason Rowe, Operations Manager, reviewed with the Board the many events and updates in the Operations Department, with emphasis on the following:

- MTA is working with staff at the new Veteran's Village to create a new stop and shelter.
- November was a record setting ridership month since 2017.
- There are three in the driver's class along with the recently hired Fueler/Detailer from the Maintenance Department.
- Some details regarding the Worker/Driver program were discussed and the impacts since COVID with the shipyard modifying to staggered shifts.

D. Facilities and Fleet Report. Paul Bolte, Facilities and Fleet Maintenance Manager, reviewed with the Board the following:

- The r99 fuel is being used 100% of the time and there have been no problems with buses.
- In 2024, expecting cutaways to be delivered.
- The Facilities and Maintenance crews are doing well after the transitional training time of new hires by employees that are now retired.

9. COMMENTS BY BOARD:

- Board member Neatherlin spoke highly of John Piety's participation.
- The Board wished everyone a Happy Thanksgiving.

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10. UPCOMING MEETING

Mason Transit Authority
Regular Meeting
December 19, 2023 at 4:00 PM
Transit-Community Center Conference Room
601 West Franklin Street
Shelton

Moved that the meeting be adjourned.

11. ADJOURNED: 4:30 PM